

**SUPPORT SPECIALIST 3
COMMUNITY & ECONOMIC DEVELOPMENT**

SALARY RANGE: \$18.79 - \$25.18 per hour

CLOSING DATE: August 30, 2013

ABOUT THE JOB: The Support Specialist 3 provides a variety of high level administrative and technical support to the department.

ESSENTIAL FUNCTIONS OF THE JOB:

- HP Trim Power User
- Monitor network drives data
- Records management
- Webpage maintenance
- Create and maintain complex databases and spreadsheets
- Coordinate reception coverage
- Back-up assistance to the Office Supervisor
- Experience in complex calendaring
- Assist with event planning
- Assist with meeting preparations
- Proof and edit a variety of documents

TO QUALIFY: Requires a high school diploma or GED and 4 years of increasingly responsible office experience or an equivalent combination of education and experience.

Requires a valid driver's license and the ability to meet the City's driving standards; moving and carrying objects 20-40 pounds; and occasional attendance at meetings or events outside of normal working hours. Expert working knowledge of Microsoft Suite including Outlook, Word, Excel, Access, and PowerPoint. Experience with (or the ability and willingness to learn and become proficient in) these software applications: HTML, LiveCycle, and Adobe Acrobat Pro.

TO APPLY: All interested candidates may apply by submitting a cover letter and application form to the Human Resources Department, Beaverton City Hall, 4755 SW Griffith Drive, Beaverton, OR 97005. Applications may be completed on our website at www.beavertonoregon.gov.